



Adding COVIDVAX Reason Code – HTML

Effective March 14, 2021, employees who obtain a COVID-19 Vaccination (Shot #1 or Shot #2) during the employee's scheduled working hours at a **Montgomery County, MD Run Clinic** may use the pay code **Hours Worked**, with the reason code: COVIDVAX.

What may be coded with Reason Code: COVIDVAX?

- Travel time from a County work site to the vaccine appointment in Montgomery County
- Appointment time
- Any appointment wait time
- Travel time back to the County work site

What may not be coded with Reason Code: COVIDVAX?

- Hours in excess of regular work hours for the day.
- Hours for an unscheduled day (although the employee may request a schedule adjustment to avoid excess hours in the week)
- Any appointment scheduled at a clinic run by another organization, that is not a Montgomery County, MD Run Clinic. This includes:
 - Veterans Affairs (VA) Medical Center
 - Hospital
 - Pharmacy
 - Maryland mass vaccination site
 - Any site located outside of Montgomery County, MD
- Time spent scheduling the appointment
- Unable to work due to post vaccine effects
- Travel time from home to the vaccine appointment
- Travel time from the vaccine appointment to home

Travel time from home to the appointment or returning home is considered normal work commute and should not be recorded. Excess Hours (overtime) is not approved for the purposes of obtaining a vaccine.





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How do I add the COVIDVAX Reason Code to my timecard?

1. Add a row by clicking the “Add a Row” button
2. Select the Pay Code: **Hours Worked** for the new row;
3. Enter the amount of Hours to designate as **COVIDVAX** for the day and reduce hours on the old row, so total daily hours equal scheduled hours.
4. Under the Transfer column, click the magnifying glass to Search

	Pay Code	Transfer	Sun 3/14	Mon 3/15
1	2			3
	Hours Worked			5.0
	Hours Worked	4		3.0
	Hours Worked	////TELECOVD//		
			0.0	8.0

5. Look to the Reason Code section
6. Enter **COVIDVAX*** (The asterisk is required to search)
7. Click Search
8. Highlight the words “**COVIDVAX, EMPLOYEES GETTING VACCINATED**”
9. Click OK

ACCOUNT

Search for Cost Center-Fund or Project-Task

Cost Center-Fund or Project-Task

Search for Expenditure Org

Expenditure Org

5

Reason Code

6

Search for Reason Code

COVIDVAX*

Search

7

None

8

9

OK Cancel Primary Account





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10. After the initial search, the Reason Code will be remembered in your last five Transfers Dropdowns (Note: This gets periodically cleared)

TRANSFER SELECTION

Labor Level Selection History

////COVIDVAX//
////TELECOVD//

10

Highlight and select from history

Select From History

11. The timecard will look like this:

Save	Comments →	Primary Account	Total:Sum	Refresh	Select an Action ▼
Add Row	Pay Code	Transfer	Sun 3/14	Mon 3/15	
	Hours Worked ▼	<input type="text"/> 🔍	<input type="text"/>	5.0	
	Hours Worked ▼	////COVIDVAX// 🔍	<input type="text"/>	3.0	
	Hours Worked ▼	////TELECOVD// 🔍	<input type="text"/>	<input type="text"/>	
			0.0	8.0	

Employees who receive vaccines run by **other organizations** must use a personal leave type or schedule appointments outside of their regularly scheduled hours. During the COVID-19 Event, employees may utilize any personal leave type: sick leave, PTO-Paid Time Off, Sick and Safe Leave, or other available leave types: annual leave, compensatory leave, and comp leave supp, subject to manager approval.

During the COVID-19 Event, employees unable to work due to **post-vaccine effects** may utilize any personal leave type: sick leave, PTO-Paid Time Off, Sick and Safe Leave, or other available leave types: annual leave, compensatory leave, and comp leave supp, subject to manager approval.

Note – If you find that you are not able to utilize any of the drop-down features of MCtime, it is most likely a compatibility and trusted sites issue. On the MCtime Informational website, www.montgomerycountymd.gov/MCtime, is a Job Aid: **Technical Issue Checking Compatibility**. If you are not comfortable troubleshooting on your own, please contact the Help Desk at 240-777-2828, for assistance.

Questions related to how to enter a Project Task, Expenditure Org or Reason Code should be directed to **MCtime** at MCtime.Finance@montgomerycountymd.gov.

